

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

6-2366
October 27, 1954

DEPARTMENTAL CIRCULAR NO. 737, Supplement No. 1

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Statistical report on the operations of the employee security program. (Revision of Standard Form 77.)

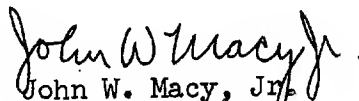
1. The purpose of this letter is to advise agencies that Standard Form 77, "Quarterly Report of Agency Actions Under Executive Order 10450," has been revised, and is to be used hereafter in its revised form beginning with the report due on January 15, 1955. It is not to be used for the prior reporting period. All previous issues of Standard Form 77 are to be destroyed. The principal features of the revision of Standard Form 77 are described in the following paragraphs.
2. The format has been changed. There are only two columnar breakdowns of cases required on the revised form. Section 4 and 11 cases are to be recorded in column (b) and all other cases (including Section 5 cases) are to be recorded in column (c).
3. Items 6, 7 and 8, under Part A of the form have been reworded and the instructions on the reverse of the form concerning information to be reported under these items have been revised. Some changes have been made in the instructions on the reverse of the form for other items under Part A.
4. The revised Standard Form 77 does not require reporting of data on applicant cases which were listed in Part B of the December 1953 edition of the form.
5. The Part C on the previous edition of the Standard Form has been removed and a new Part C has been substituted. The data requested in Departmental Circular 742 has been made an integral part of the Quarterly Report under Part C of this revised Standard Form 77.
6. It is emphasized that each national agency check and inquiry report received for adjudication must be recorded under column (c) on line 1-b of Standard Form 77, revised. Such report is not required in cases of appointees when the national agency check and inquiry conducted by the

Commission is entirely clear and, consequently, no report (other than the applications being returned) is forwarded for a security determination. However, if the agency asks for and receives the national agency check and inquiry reports, they will be accounted for on the revised Standard Form 77.

7. A copy of the revised Standard Form 77 is attached. A limited supply of these revised forms is being furnished to each agency security officer. After November 22, 1954 additional supplies can be obtained from the Federal Supply Service, General Services Administration, through the usual channels.

8. Questions regarding the statistical report under Executive Order 10450 should be addressed to the Security Appraisal Office, United States Civil Service Commission, Washington 25, D. C., (telephone: Code 141, Ext. 3861).

9. This Departmental Circular supersedes Departmental Circular No. 742 of February 17, 1954, Supplement No. 1 of May 29, 1954, to that Circular, and paragraph 4 of Departmental Circular No. 737, dated December 28, 1953.


John W. Macy, Jr.
Executive Director

Attachment: Copy of revised Standard Form 77.

Distribution: 3 copies to headquarters of agencies only;
1 copy to agency Personnel Security Officers;
3 copies to Commission regional offices;
1 copy to each central office bureau director, division chief, and staff official.

STANDARD FORM 77 NOVEMBER 1954 U.S. CIVIL SERVICE COMMISSION CHAPTER RI, F.P.M.		DEPARTMENT OR AGENCY		CODE (For CSC Use)	
QUARTERLY REPORT OF AGENCY ACTIONS UNDER EXECUTIVE ORDER 10450 <i>(See Instructions on Reverse)</i>		QUARTERLY PERIOD ENDING		CODE (For CSC Use)	

PART A - EMPLOYEE CASES	TOTAL (a)	SEC. 4 AND SEC. 11 CASES (b)	ALL OTHER CASES (c)	
			SENSITIVE	NON-SENSITIVE
1. Total Cases for Determination				
a. On hand from last report				
b. Received since last report				
2. Favorable Determinations				
3. Suspensions During Reporting Period				
4. Suspensions on Which Final Decision Has Not Been Made				
5. a. Restoration after suspension (without hearing)				
b. Restoration after suspension (after hearing)				
6. Removals as Result of Security Determinations:	X X X	X X X	X X X	X X X
a. Under Executive Order 10450				
(1) After hearing				
(2) Without hearing				
b. Under Civil Service Commission procedures				
7. Resignations Before Determination Was Completed:	X X X	X X X	X X X	X X X
a. After charges were preferred, or after being advised that charges were to be preferred				
b. Other				
8. Miscellaneous Separations				
9. Cases Pending Determination				

PART B - REEMPLOYMENTS		NO.
1. The number of persons reemployed in accordance with Section 7 of the Order after having been removed as a result of a security determination.		

PART C - TYPES OF INFORMATION INVOLVED IN REMOVALS AND RESIGNATIONS	REMOVALS	RESIGNATIONS
1. For acts, activities, behavior, or associations falling within any one or more of the categories set forth in Section 8(a) (2) through (8) of the Order		
2. Information on sex perversion		
3. Information of a criminal nature		
4. Other types of information described under Section 8(a) (1) of the Order		

CERTIFICATION
I CERTIFY that this report is true and accurate to the best of my knowledge and belief.
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> _____ (Signature) </div> <div style="width: 30%;"> _____ (Official Title) </div> <div style="width: 30%;"> _____ (Date) </div> </div>

INSTRUCTIONS

Submit the quarterly report on agency actions under E. O. 10450 to the Civil Service Commission, attention Security Appraisal Office, on the 15th day of:

January	for quarter October 1 through December 31
April	for quarter January 1 through March 31
July	for quarter April 1 through June 30
October	for quarter July 1 through September 30

The report is to be submitted by each agency in the Executive Branch and by any other agencies which, by special agreement, are participating in the security program prescribed by E.O. 10450, as amended.

A summary report shall be submitted to cover the entire department or agency. Reports from subsidiary units within a department or agency should be consolidated prior to submission to the Commission.

Corrections to prior reports may be effected by making appropriate adjustments - increases or decreases - in the figures being included in the current report. Whenever such adjustments are made - the columns or items being adjusted should be starred, and the adjustments should be explained, either in a footnote or in an accompanying letter.

PART A - Employee Cases

Part A of the report covers all cases of persons who are on the rolls of the agency when the investigation report is received for security determination even though the investigation was initiated before appointment. It also includes employees proposed for reassignment from a non-sensitive job to a sensitive job. It does not include the cases of appointees when the National Agency Check and Inquiry conducted by the Civil Service Commission is entirely clear and consequently no report (other than the applications being returned) is forwarded for security determination.

(a) Total - This is the sum of columns b and c.

(b) Section 4 and Section 11 cases are the cases of persons now on the agency's rolls who were the subject of a full field investigation under E.O. 9835. Report in this column the cases of persons whose files must be reviewed under Section 4 and the cases of persons whose cases were remanded to the agency under Section 11.

(c) Column c includes all other cases of employees including new appointees on whom National Agency Checks and Written Inquiries or a full field investigation is required by E.O. 10450, or by specific legislation. Include National Agency Checks and advance copies of arrest records only when the final determination is based on these checks. It also includes cases of employee's on whom a new security determination must be made because of a complaint or supplemental information being received.

Item 1: Total cases for determination - Record here in columns (a), (b), and (c) the sums of lines a and b.

a. On hand from last report. Record on this line the data reported on line 9 of the preceding report.

b. Received since last report. Record on this line under column (b) or (c) as appropriate, all cases received for determination during the reporting period. Cases originating under Section 5 of Executive Order 10450 will be recorded under column (c). The total column (c) cases received for determination will be the number of such cases on which reports (including National Agency Check and Inquiry Reports) are received in any part of the reporting agency, including the reporting agency's own investigative branch, if any; plus the Section 5 cases.

The Section 4 and 11 cases will include all persons on the rolls who have been the subject of a full field investigation under E.O. 9835 (or other loyalty or security programs) whose cases required review under E.O. 10450. This figure normally will not be increased over the total who were on the rolls on May 27, 1953. Cases of persons who have been the subject of such investigations who have transferred or had a break in service since May 27, 1953 are not to be recorded as Section 4 or 11 cases. These cases should be recorded as new receipts under column (c) on line 1 b.

Item 2: Report here all favorable determinations, except restorations after suspension which are reported on **item 5**. Report here also any cases in which the only action taken was a disciplinary action such as a warning or reprimand etc. or any cases when the only action was a reassignment.

Item 3: Report here the total number of suspensions effected for security reasons under Public Law 733 and E.O. 10450, during the reporting period.

Item 4: Report here the number of persons under suspension, for security reasons, as of the reporting date.

Item 5: Report here the number of restorations after suspension, broken to show those cases in which a hearing was held and the cases in which no hearing was held.

Item 6: Report here all removals effected because of a determination that retention in employment was found not to be clearly consistent with the interests of the national security. Removals because of derogatory information of the type listed in Section 8(a) (2) through (8) of E.O. 10450 shall be considered as security removals regardless of the relation of the position to the national security. Whether removals effected because of derogatory information of the type listed in Section 8(a) (1) of E.O. 10450 should be so considered will depend on the relation of the position to the national security. Report under a.(1) removals under E.O. 10450 in which a hearing was held, and under a.(2) such removals in which no hearing was held. Removals effected under regular civil service procedures shall be reported under b. and should be included only when the removal is a direct result of an adverse security determination. Do not report removals directed by the Civil Service Commission or removals effected solely because the individual was not a suitable employee.

Item 7: Report under a. all resignations which occurred before a security determination was made in which a letter of charges had been preferred or in which the person was advised that a letter of charges was to be preferred. Report under b. all other resignations which occurred before a security determination was made.

Item 8: Report here all cases recorded on line 1 of the preceding report which have been closed but which have not been recorded on line 2, 5, 6, or 7. This information is required by the Commission in order to complete the recording of the disposition of all cases received for adjudication.

Item 9: Report here all cases on which a final decision has not yet been made.

In balancing this part, it should be remembered that the cases shown in **item 4** (suspensions) will also be included in the cases shown in **item 9** (cases pending). **Item 9** should be the cases remaining after deducting **item 2**, **5**, **6**, **7**, and **8** from **item 1**.

PART B - Reemployment

This part covers determinations made under Section 7 of E.O. 10450 on applications for reinstatement, reemployment or restoration of persons who have been previously terminated by any agency for security or loyalty reasons. Report only the number of persons re-employed after such determination.

PART C - Types of Information in Cases of Removals and Resignations

This part covers the kinds of information contained in the case files of persons who were removed (**Item 6** of Part A) or who resigned prior to completion of the security determination (**Item 7** of Part A). The breakdown for persons who were included in **Item 6a** and **6b** should be shown in the column headed "Removals." The breakdown for persons who were included in **Item 7a** should be shown in the column headed "Resignations." The totals in either column may exceed the total included in the pertinent item of Part A, since a given file may contain information relating to two or more of the categories.

Item 1 - Report here the number of persons whose files contained information of acts, activities, behavior, or associations falling within any one or more of the categories set forth in paragraphs (2) to (8), inclusive, of section 8(a) of E.O. 10450, as amended by E.O. 10491.

Item 2 - Report here the number of persons whose files contained information of sex perversion.

Item 3 - Report here the number of persons whose files contained information of conviction of felonies or misdemeanors.

Item 4 - Report here the number of persons whose files contained any other type or types of information described in section 8(a) of E.O. 10450.